

GENERAL DEFINITION OF WORK:*FLSA Status: Exempt*

Performs intermediate professional and administrative work planning and directing parks and recreational activities for an assigned region; does related work as required. This position is designated as "Essential Personnel," requiring that employees respond and report to normal and after-hours emergencies including inclement weather events, building emergencies, etc. Work is performed under general supervision. Supervision is exercised over all division staff.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, directing, coordinating and supervising parks and recreation programs, services and staff; planning and supervising building and grounds maintenance; overseeing the preparation and maintenance of appropriate records and files.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Supervises parks and recreation facilities in assigned region including sports field facilities, community parks, museum, community center, hard court surfaces, lake front facility, shelters, trails, outdoor pools, etc.
- Manages park and recreation operations such as programming, park and facility development, construction and maintenance; monitors park land for environmental integrity.
- Develops and oversees operating budget; analyzes previous and anticipated expenditures; allocates funding resources; initiates orders for new or replacement equipment; reviews invoices for purchased goods; pays invoices; monitors daily cash reports; supervises and monitors recreation program fees.
- Assists in the identification of capital budget projections; monitors capital improvement programs; projects operational budget impacts of capital improvement program; assists in development and achievement of equipment replacement and comprehensive maintenance plans.
- Identifies and defines goals and objectives for operations, programs and facilities in response to community needs; develops, supports and documents long and short term goals, objectives, policies, guidelines and procedures.
- Develops and recommends policy and procedures for specific programs, operations and facilities for staff use; assists with and oversees the creation, design and development of various department publications and promotional literature.
- Coordinates contract management and administration; conducts cost analysis, writes specifications, assists in contract negotiation; monitors bids, contracts and contractor performance; monitors overruns and contract amendments.
- Supervises, directs and evaluates assigned staff; processes employee concerns and problems; counsels, disciplines and completes employee performance appraisals; assists in the selection process; recommends new hires; trains staff; prepares work schedules.
- Acts as liaison with department staff, community groups, governmental agencies, park associations, businesses, etc.; negotiates resolutions to controversial, politically sensitive and/or funding issues; coordinates with private, community and special interest groups; negotiates use of facilities, financial assistance and standards of behavior.
- Prepares and presents a variety of reports, recommendations, presentations, etc.; maintains files and records.
- Assists in the management and administration of multiple department software programs.
- Participates on assigned teams.
- Achieves annual training goals.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of all phases of community recreational activities and their administration; thorough knowledge of the principles and methods of park and playground planning and development; general knowledge of current standards in conservation and natural resource management; thorough knowledge and skill in park operations and maintenance; thorough knowledge of the principles and practices of public administration with special reference to departmental personnel and budget administration; ability to develop and execute a well-rounded program of recreational activities; ability to cooperate with and interpret recreational philosophies to County authorities and private groups and agencies and the general public; ability to communicate complex ideas, both orally and in writing; ability to prepare and present detailed reports; ability to establish and maintain effective working relationships with associates and the general public.

EDUCATION AND EXPERIENCE:

Any combination of education equivalent to graduation from an accredited college or university with major course work in Recreation and Park Administration or related field and considerable experience in the administration of recreational programs; and in the development and planning of recreational facilities.

PHYSICAL REQUIREMENTS:

This is light work requiring the exertion of up to 20 pounds of force occasionally, up to 10 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, standing, fingering, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; visual acuity is required for depth perception, peripheral vision, use of measuring devices, operation of machines, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions, and hazards.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of First Aid, CPR and AED certifications. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.